



**PLANNING DEPARTMENT  
300 TAMALPAIS DRIVE  
CORTE MADERA, CA 94925**

## **Second Unit Permit Submittal Requirement Checklist**

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Address of Project Site

### Application Requirements

Project plan sets shall have a uniform sheet size, with each sheet no larger than 24" x 36". Four (4) copies of all plans are required for items reviewed by Zoning Administrator.

The following project elements must be submitted for a Second Unit Permit application to be accepted as complete:

### **1. Completed Second Unit Permit Submittal Checklist**

A signed copy of this checklist with a ***checkmark next to each item*** submitted is required. (Any item marked as "Not Applicable" by the applicant must be substantiated in writing to the satisfaction of the Planning Director, or the application will be deemed incomplete.)

### **2. Second Unit Permit Application**

- All items listed in the "Application for Development Review" completed;
- Application signed by owner; or authorized agent of owner with letter of approval from the property owner stating that said agent may act on owner's behalf; and
- Second Unit Permit filing fee submitted with application.

### **3. Written Project Description**

- A brief summary of the work to be done and the purpose of the Second Unit. Include a description of project's architectural characteristics.

#### 4. Required Compliance with the Second Unit Regulations

Please respond to all the Second Unit Regulations found in Section 18.31.050 of the Town Zoning Ordinance. State how your project complies with all these regulations. Submit responses on separate sheets of paper.

#### 5. Vicinity Map

- Show all adjacent properties, structures, and nearby streets around the project site, drawn at an appropriate scale.
- Item Not Applicable* (please explain \_\_\_\_\_)

#### 6. Site Plan

- All Site Plans shall be drawn at a scale of 1/8" = 1'-0" or larger; have a uniform sheet size no larger than 24" x 36"; and include the date, north arrow, and scale.
- Project Data Summary Table — Provide the following:
  - Net Lot Area,
  - Gross Floor Area of all structures on site (existing & proposed),
  - Lot Coverage (existing & proposed), and
  - Number of Parking Spaces (existing & proposed).
- Include dimensioned property lines for the project parcel;
- Show topographic contours at intervals of not more than five feet;
- Show the location of required front, side, and rear yard setbacks for project parcel;
- Show the footprint of all existing and proposed structures on site. Crosshatch those areas of the proposed project that will encroach into required setback areas;
- Show the footprint of all structures on properties adjoining the project parcel;
- Show the location of adjacent street rights-of-way, identified by name, and any on-site easements;
- Show the location of off-street parking areas, with dimensions;
- Show the location of existing/proposed walls, fences, driveways, etc. on site; and
- Show the location of all existing trees with trunk diameters of four (4) inches or more at ground level; and
- Show any improvements made to the property that have been approved but not yet constructed and label the area as such.
- Site Plans Item(s) Not Applicable* (please explain \_\_\_\_\_)

#### 7. Preliminary Grading and Drainage Plan

(If desired, grading and drainage information may be consolidated onto above site plan):

- A note containing the total amount of cut and/or fill involved in the work;
- Details for all proposed retaining walls - Reference may be made to standard details for walls under 4 feet in height;
- Existing and proposed site drainage system, consisting of pipes, catch basins, etc.;
- Connections for all down spouts, area drains and sub-drains to the site drainage system (all materials used for the drainage system shall be indicated on plan and all pipes shall be placed underground);
- Termination point within the Town's street drainage system or in the street gutter using a sidewalk underdrain; and
- Details of any new sewer line and connection (if applicable, specify elevations, pipe material, clean-outs, trenching methods, trench backfill materials, and connection detail on the plan).
- Item(s) Not Applicable* (please explain \_\_\_\_\_)

## 8. Floor Plans

- All Floor Plans shall be drawn at a scale of 1/8" = 1'-0" or larger, and include both existing and proposed floor layouts with square footage indicated.
- Floor Area Summary Table — List and summarize *existing and proposed Gross Floor Area of all on-site structures and their individual components* (i.e. finished basement, first floor, second floor, garage, accessory structure(s); etc.); and
- Label the use of all rooms on the plans, with the dimensions of the room and the overall dimensions of building(s); and
- Show any improvements made to the property that have been approved but not yet constructed and label the area as such.
- Item(s) Not Applicable* (please explain \_\_\_\_\_)

## 9. Building Elevations

- All building elevations shall be drawn at a scale of 1/8" = 1'-0" or larger;
- Indicate exterior materials and colors to be used – including roofing, siding, and windows;
- Indicate all building heights measured from the highest point of the roof ridge to the finished grade; and
- Show the design and location of all proposed exterior signs and/or lighting; and
- Show any improvements made to the property that have been approved but not yet constructed and label the area as such.
- Item(s) Not Applicable* (please explain \_\_\_\_\_)

**10. Site Improvements**

- Show the design of proposed new fences, carports, trash enclosures, mechanical equipment screens, exterior lighting fixtures, unenclosed hot tubs, etc.
- Item(s) Not Applicable* (please explain \_\_\_\_\_)

**11. A Preliminary Landscape Plan may be required (as determined by staff):**

- Show the location and identification of proposed plants and landscape features to be planted within project vicinity;
- Provide a plant list giving botanical name, common name, quantity, and size to be planted; and
- Indicate provisions for plant maintenance and irrigation.
- Item(s) Not Applicable* (please explain \_\_\_\_\_)

**12. Site Photographs**

- Submit photo(s) of on-site and adjacent development, vegetation and topography.
- Item Not Applicable* (please explain \_\_\_\_\_)

**13. Color and Material Palette**

- Submit samples of actual exterior materials and color (including roofing, walls, and trim), mounted on a maximum 8½" x 14" board, to be retained by Town.
- Item Not Applicable* (please explain \_\_\_\_\_)

**14. For Second Unit Permit projects located in one of the following areas, a property line survey may be required (as determined by staff):**

- Christmas Tree Hill;
- Corte Madera Avenue;
- Old Corte Madera Square area; and
- Any other site where the location of the property lines are not clear.

**15. For Second Unit Permit projects located in one or more of the following Special Purpose Overlay Districts, additional information may be required:**

- Baylands Risk Zone/Natural Habitat (BRNH) Overlay District *(See 18.18.200-220);*
- Christmas Tree Hill (CTH) Overlay District *(See Municipal Code 18.18.400-425);*
- Hillside Land Capacity (HLC) Overlay District *(See Municipal Code 18.18.100-120);*
- Historical Preservation (H-P) Overlay District *(See Municipal Code 18.18.500-520);*

- Planned Development (P-D) Overlay District (*See Municipal Code 18.18.300-340*); and
- Old Corte Madera Square area (*See Old C.M. Square Land Use Policies & Design Guidelines*)

**16. Information Required to Determine Flood Hazard**

For properties located within a Special Flood Hazard Area, (designated by the Flood Hazard Boundary Map at Corte Madera Town Hall), the following information will be required:

- Topographical site information. Submit a topographic site survey prepared and signed by a licensed civil engineer or surveyor, indicating the structure’s lowest finished floor elevation — in order to determine a relation to the base flood elevation of 7 feet NGVD (mean sea level datum); and
- Total cost of planned improvements. Submit information necessary to determine whether project represents a “Substantial Improvement” to an existing structure. (Please contact Public Works for detailed information regarding the “Substantial Improvement Determination”).

**Please Note: Corte Madera Municipal Code Title 16 requires the following:**

- New residential structures or “substantially improved” existing residential structures in a Special Flood Hazard Area (SFHA) shall be elevated to or above the base flood elevation;
- New non-residential structures or “substantially improved” existing non-residential structures in a Special Flood Hazard Area shall be either elevated to or above the base flood elevation; or floodproofed below the base flood elevation in conformance with Title 16 standards.

**17. Hazardous Waste and Substances Statement**

- The undersigned warrants that he/she/it has consulted the hazardous waste site lists required to be prepared under Gov’t Code §65962.5 and represents to the Town that the property on which the development for which this application is being filed (and all project alternatives) are not contained on any of said lists.

**18. Additional Information**

- Any other information which may be required by the Zoning Administrator or Planning staff , such as: \_\_\_\_\_
- Any other information the applicant considers relevant to this application, such as: \_\_\_\_\_

***During the process of analyzing the Second Unit Permit application, additional information and/or materials may be required by the Zoning Administrator, or staff to clarify the above application elements.***

***At least two weeks before a decision may be made regarding your application, you are responsible for erecting story poles to represent the actual height and area of any proposed Second Unit. The story poles installed shall show the height at each corner of the structure, the maximum structure height, and the outline of proposed structure with string tied between poles.***

I have read and understand my obligations regarding the information necessary for a complete Second Unit Permit submittal within the Town of Corte Madera:

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Signature of Owner or Authorized Agent

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Type or Print Name of Owner or Authorized Agent

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Address of Project Site

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Date of Signature